Appendix G

Year Two Annual Report Materials
City of Pacific Grove

1. PUBLIC EDUCATION AND OUTREACH

All information pertaining to this Minimum Control Measure is contained in Appendix A.

2. PUBLIC INVOLVEMENT AND PARTICIPATION

Much of the work involved in carrying out the BMPs and meeting the Measurable Goals for this Minimum Control Measure was carried out as a group activity of the eight co-permittees, and is reported on in Appendix B. Only the information that is specific to this entity for certain of the BMPs and Measurable Goals is reported below in this Section. These BMPs and Measurable Goals are highlighted in **boldface** and with an asterisk in the tables below.

Status of BMPs and Implementation Plans

BMP Description	***BMP No.***	***Implementation Plan***	***Status***		
			Implemented	**Not Applicable**	**Not Implemented**
Encourage general public participation in programs and activities designed to promote understanding and awareness of storm water pollution, such as cleanup events and restoration activities. (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-1.a	Draft annual report will be posted on the website and in city offices for review by public one month prior to Annual Workshop No. 2	X		
	2-2.a*	**Provide financial sponsorship support for Annual Coastal Cleanup Day in Monterey County or other local beach clean up efforts.**	X		
	2-2.b*	**Recruit volunteers through municipal employee base and through advertising for Annual Coastal Clean Up Day or other local clean up efforts.**	X		
	2-2.c*	**Provide support for, or assistance with, storm drain stenciling through providing supplies, volunteer recruitment, and staff labor.**	X		
	2-2.d*	**Provide financial support for, or assistance with, volunteer monitoring programs and public participation events such as: Urban Watch, First Flush, Snapshot Day, and Walk N' Talk Days**	X		
Become an active participant in the Citizen Water Quality Monitoring Network (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-3.a	A representative from the MRSWMP group will become an active participant in the Citizen Water Quality Monitoring Network.	X		

Status of Measurable Goals

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
2-2.a*	**Provide staffing that amounts to 40 hours for coordinating this event.**	X			**The City's Public Works Superintendent, worked with the coordinator of this event, to help recruit Pacific Grove citizens and employees, especially for activities within or close to the City. Other city staff members also assisted in promoting city staff participation in the event, as described in the materials included at the end of this Appendix for BMP 2-2.b.**
2-2.b*	**Each permit holder to recruit volunteers through two separate agency channels; e.g. email, paycheck stuffers, internal newsletters, etc. Track recruitment efforts, coordination support and financial support, and track number of participants and volume of waste collected and report this information in the Annual Reports for the indicated years.**	X			**The City used flyers, paycheck inserts and email to recruit Coastal Cleanup Day volunteers, as described in the materials included at the end of this Appendix for BMP 2-2.b. Special incentives were offered for city employees to participate, such as Department "goodie" bags and lunches. An overall report on the success of the event is included in Appendix B.**
2-2.c*	**Provide stenciling equipment, supplies, and maps of inlets to be stenciled, and complete a minimum of 300 drains and tabulate areas stenciled. Percent of all entities completed per year will be approximately 5-10%.**	X			**The City's Public Works Superintendent, Celia Perez Martinez, coordinated with the MRSWMP's Public Education and Outreach Program Coordinator to carry out the storm drain stenciling. City staff performed storm drain stenciling in the city's corporation yard. A summary of the stenciling work that was done is included at the end of this Appendix.**
2-2.d*	**Provide $13,000 annual contribution for Urban Watch for professional staffing, equipment, lab analysis, and report writing.**	X			**The City contributed $11,130 toward the costs of conducting the Urban Watch monitoring program during the current reporting period.**

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
2-2.d*	**Provide $3,000 annual contribution for First Flush for professional staffing, equipment, lab analysis, and report writing.**	X			**The City contributed $3,888.00 toward the costs of conducting the First Flush monitoring program during the current reporting period.**

3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

Status of BMPs and Implementation Plans

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Create a unified place for public to call in potential illicit discharges	3-1.a	Enter into an agreement with "911 Earth" to use their 1-800-CLEANUP hotline for the public to report illicit discharges by zip code	X		
	3-1.b	Advertise 1-800-CLEANUP call-in number on MRSWMP generated-media and educational materials	X		
	3-1.c	Using the protocol contained on pages E-30 through E-33 of Appendix E of the MRSWMP, investigate and take appropriate action on each report of illicit discharge that is received.	X		
Storm water system mapping	3-2.a	Complete preparation of the storm drain system map contained on pages E-34 through E-36 of Appendix E of the MRSWMP, showing the location of all outfalls discharging to waters of the state and other MS4s that receive discharges from those outfalls	X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.a	Using the training materials contained on pages F-2 through F-7 of Appendix F of the MRSWMP, train inspection personnel and other municipal staff, and obtain resources necessary to inspect businesses.	X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.b	Using the inventory of businesses to be inspected and the inspection checklists contained on pages E-37 through E-77 of Appendix E of the MRSWMP, prioritize the businesses to be inspected, and perform compliance inspections on these businesses to identify illicit connections and illegal discharges. Discharges to Environmentally Sensitive Areas, discharges to Areas of Special Biological Significance, restaurants/fast food chains, auto repair shops, and gas stations will receive top prioritization in scheduling these inspections.	X		
	3-3.c	Create hotline for public reporting of illicit connections	X		

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.d	Using the protocol contained on pages E-78 through E-79 and E-95 through E-98 of in Appendix E of the MRSWMP, take action as necessary to eliminate 100% of the illicit connections and illegal discharges that are identified in this year	X		
Adopt an ordinance with standards for storm water pollution prevention.	3-4.a	Using the guidance document and model ordinance contained on pages E-80 through E-98 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.	X		
	3-4.b	Train appropriate staff on the adopted ordinance.	X		
Ordinance to include definitions of illegal disposal activities, including requirements pertaining to mat wash downs, hood cleaning, etc., and requiring firms to notify Public Works of all such cleaning activities, with penalties for violations. Ordinance will also outline responsibility for any clean up determined necessary.	3-4.c	Implement ordinance.	X		
Reduce pollution from recreational vehicles and boats	3-5.a	Inspection program to ensure compliance from RVs & boats	X		

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Implement a permit boundary-wide education program addressing the negative effects on water quality through illegal discharges, improper waste disposal and other non-storm water discharges.	3-6.a	This is included in the Public Education and Outreach Program contained on pages E-1 through E-23 of Appendix E of the MRSWMP.	X		

Status of Measurable Goals

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
3-1.a	Date agreement was executed	X			Earth 911, the organization that operates the 1-800-CLEANUP hotline system, does not use a written agreement, but simply activates an entity's hot line voice prompts on its call-in system based on information provided by the entity via email. The system was activated with the City's voice prompt information in February 2007, and has been continuously active ever since. The majority of Pacific Grove reports come via the police and fire department.
3-1.b	Advertised on a minimum of 8 different media pieces: 4 in English, 4 in Spanish	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
3-1.c	100% of all reports of illicit discharge investigated and report on outcome of each case in the form of "closed", "ongoing enforcement", or "still investigating source".	X			The City's website includes a contact opportunity for citizens to voice complaints and make reports of any public works types of problems they observe. This provides another opportunity for citizens to easily report any improper storm water discharge activities that they may observe. The Public Works staff uses the "Illicit Discharge/Connection Reporting and Response" form contained on page E-33 of the MRSWMP to track incidents, and also coordinates getting such reports from Community Development and the Police Department. The Fire Department's incident response forms are also forwarded to Public Works Department. Their Incident Report Forms are computer generated when the crew returns from spill calls or hazardous materials calls. The appropriate Fire Department personnel attended the Business Inspection training under BMP 3-3.a to familiarize themselves with what to be looking for with regard to illicit discharges. The Fire Department normally notifies the County Health Department whenever they feel that enforcement action should be taken. Copies of all of these forms are at the end of this Appendix, along with a "Log of Reports Received of Illicit Connections and/or Illegal Discharges" which summarizes all such incidents occurring during the current reporting period.
3-2.a	Each Participating Entity to complete its mapping by end of Year 1, except Monterey County which will complete its mapping by end of Year 3	X			The City's storm drainage system map showing all of the City's outfalls, as well as its internal storm drainage system components, is regularly updated. The City's current map was used to prepare the updated map showing all of the City's outfalls in Appendix K.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
3-3.a	Sufficient personnel trained and prepared to perform inspections beginning in Year Two	X			The City's Fire Inspector, Jim Gunter, which was put on as a group activity by the eight co-permittees on May 22, 2007. Refresher courses were offered in 2008, as well as a new training for construction sites. Planning staff attended the trainings. The primary attendee was the building inspector. Personnel from MRWPCA, is contracted perform its food service inspections. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering all of the subject areas necessary to carry out the inspections required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document.
3-3.b	Minimum of 100% of inventoried businesses inspected by the end of the permit term.	X			The contract with MRWPCA to perform the inspections was finalized and executed in July, 2007, and business inspections began later that month.
3-3.c	See BMP 3-1.a	X			See the Comments for See BMP 3-1.a.
3-3.d	100% of all reports of illicit connections and illegal discharges investigated and report on outcome of each case in the form of "closed", "ongoing enforcement", or "still investigating source".	X			A summary of the enforcement actions taken for the incidents that occurred during the current reporting period are included at the end of this Appendix. See also the Comments above under BMP 3-1.c.
3-5.a	100% of RV parks & boat marinas inspected			X	Pacific Grove does not have an RV Park nor a Boat Marina.
3-6.a	Summary of methods used to educate the public about the impacts of illegal discharges and improper waste disposal to be included in the Annual Reports.	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

4. CONSTRUCTION SITE STORM WATER CONTROL

Status of BMPs and Implementation Plans

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Reduce pollution from construction sites by developing guidelines and standards for construction site runoff. These will address erosion and sediment controls, and shall contain requirements for construction site operators to: implement appropriate erosion and sediment control BMPs; to control waste that may cause adverse impacts to water quality such as discarded building materials, concrete truck washout, paint and plastering wash down, chemicals, litter, and sanitary waste at the construction site.	4-2.a	Implement procedures for site plan review, including consideration of potential water quality impacts.	X		
Implement procedures for site inspection and enforcement of BMP control measures	4-3.a	Train appropriate staff on the construction site inspection procedures. Topics to be covered in this training will be the applicable portions of the materials contained on pages E-125 through E-136 of Appendix E, consisting of: 1. The Guidance Document for Policies and Procedures Pertaining to Construction Sites 2. Construction Site Plan Review and Inspection Procedures 3. Inspection Checklist for Construction Sites	X		

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Implement procedures for receipt and consideration of information submitted by the public regarding storm water runoff impacts associated with construction projects.	4-4.a	Use the procedures contained on pages E-30 through E-33 of Appendix E of the MRSWMP to facilitate the receipt of, and the response to, reports from the public of storm water pollution from construction sites.	X		
Implement a permit boundary-wide education program addressing the negative effects on water quality from improperly managed construction site runoff.	4-4.b	Twice per year at construction contractor professional meetings, present an educational program regarding prevention of storm water pollution from construction sites. The program will cover the four guiding principles for controlling runoff from construction sites, which are included in the BMP Guidance Series: • Construction site planning • Minimization of soil movement • Capturing of Sediment • Good housekeeping practices At these presentations handouts describing construction site permitting procedures and construction site BMPs will also be distributed.	X		

Status of Measurable Goals

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
4-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			See the Comments above under the Measurable Goal for BMP 3-4.a
4-2.a	Train appropriate staff on the site plan and construction inspection procedures contained on pages E-125 through E-131 of Appendix E procedures	X			Staff has been trained on the site plan and construction inspection procedures contained on pages E-125 through E-131 of Appendix E procedures. There were no incidents in the second year of the permit with regard to construction sites in the City's purview.
4-2.b	Use New Site Plan Review Procedures to review construction projects	X			The Site Plan Review Procedures as outlined in the MRSWMP were used to review construction site projects.
4-3.a	100 % of existing appropriate staff trained by Year 2, then all new appropriate employees every year after that, with periodic refresher training provided	X			Public Works and golf course employees attended the training session for this BMP in 2007. The Public Works department had a refresher for staff in-house in 2008. A description of the training program was contained in the body of the MRSWMP 1st Annual Report.
4-3.b	Inspect Construction Sites	X			All sites are inspected per the Construction Site BMP Guidance Series as outlined in MRSWMP. The building inspector did not use the Construction Site Checklist due to turnover in personnel. The staff was trained per 4-2.a and 4.3.a and inspected accordingly. No violations were cited as the inspector set the parameters at the first inspection and followed up accordingly.
4-4.a	100% of all reports of construction site storm water pollution investigated and report on outcome of each case in the form of "closed", "ongoing enforcement", or "still investigating source".	X			The City's building inspector performs inspections of construction sites, and provides direction to contractors to correct storm water pollution issues that may be observed during these inspections.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
4-4.b	Provide educational programs that reach at least 20 construction firms each year.	X			This Measurable Goal was met by all eight of the co-permittees as a group activity, and is reported on in the body the MRSWMP Annual Report.

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of construction-related BMPs and Measurable Goals for the current reporting period.

Issue	**This Reporting Period**		**Last Reporting Period**	**Comments**
How many erosion and sediment control plans were reviewed?	2		N/A	There were only two projects that fell in th time period that the program became effec for the City that the City required separate erosion and sediment control plans due to size of the project.
How many construction sites were inspected to determine compliance with your construction storm water requirements?	727		N/A	All construction sites are reviewed for compliance with storm water requirements every time they are inspected.
At how many construction sites were violations noted?	0		N/A	There were no deficiencies noted by the building inspector.
At these sites, how many site owners or operators were penalized through a formal enforcement action?	0		N/A	With no deficiencies there were no enforcement actions needed.

5. POST-CONSTRUCTION STORM WATER MANAGEMENT

Status of BMPs and Implementation Plans

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Adopt an ordinance with standards for storm water pollution prevention associated with storm water systems installed in new developments and redevelopments. Ordinance to include standards for the design, operation, and maintenance of post-construction storm water pollution prevention systems in new developments and redevelopment.	5-2.a	Implement procedures for review of project plans	X		

Status of Measurable Goals

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
5-2.a	100% of existing appropriate staff trained by Year 2, then all new appropriate staff.	X			

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of New Development/Redevelopment-related BMPs and Measurable Goals for the current reporting period.

Issue	This Reporting Period	Last Reporting Period	Comments (ex. frequently seen project types, types of BMPs)
How many post-construction plans were reviewed?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many plans included post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify installation of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify the proper operation and maintenance of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.

6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Status of BMPs and Implementation Plans

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Implement an education and training program for employees (general and then specific to targeted employee groups, including supervisors) about the impacts of storm water pollution from municipal activities and hazardous materials disposal, and how to implement the selected BMPs to reduce these impacts.	6-1.a	Using the training outline and materials contained on pages F-22 through F-34 of Appendix F of the MRSWMP, train appropriate municipal employees (including supervisors) on storm water pollution issues.	X		
Inspection program of municipal hazardous materials storage facilities	6-2.a	Promptly correct any hazardous materials inspection deficiencies reported by the County inspectors, who are responsible for all of the hazardous materials inspections in Monterey County. (The inspection forms used by the County are contained on pages E-146 through E-168 of Appendix E of the MRSWMP and indicate the thoroughness that the County's inspections entail.)	X		
Minimize pollution from improper discharge or disposal of materials	6-3.a	Implement procedures for proper disposal of used motor oil and oil	X		
	6-3.b	Use Proper Used Motor Oil and Filter Disposal Practices	X		
Implement a program that effectively manages landscaping and lawn care activities to minimize	6-4.a	Train municipal staffs to use the procedures contained on pages E-175 through E-176 of Appendix E of the MRSWMP to properly manage landscape and lawn care activities. Offer training to other agencies such as school districts beginning in Year 3.	X		

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
the potential for storm water pollution.	6-4.b	Perform spraying during times where rain is not predicted	X		
Implement procedures to ensure the dechlorination and/or debromination of pool water prior to discharge to the storm water system	6-5.a	Use the procedures contained on pages E-177 through E-179 of in Appendix E of the MRSWMP for the proper disposal of swimming pool water.	X		
Conduct sweeping on a frequent and regular basis and focus sweeping schedule on high impact/dry weather sites	6-6.a	Conduct sweeping on a regular basis in accordance with the programs and plans contained on pages E-180 through E-196 of Appendix E of the MRSWMP.	X		
	6-6.b	Twice during the 5-year permit period, perform an analysis for pollutants of concern in material removed from streets by sweeping			
Implement a program to prevent pollutants from automotive activities, such as vehicle fluids, from entering storm drains	6-7.a	Provide designated area for all vehicle maintenance.	X		
	6-7.b	Move maintenance and repair activities indoors or under a covered area whenever possible	X		
	6-7.d	Stencil all storm drain inlets in corporation yard areas.	X		
	6-7.e	Using the Vehicle Service Facilities Inspection Checklist contained on pages E-71 through E-77 of Appendix E of the MRSWMP, inspect the MS4's vehicle maintenance facilities annually and correct any deficiencies noted.	X		
	6-7.f	Store materials and wastes under cover whenever possible	X		
	6-7.g	Train all employees repairing municipal vehicles on proper pollution prevention techniques	X		
Implement a program to prevent pollutants from washing municipal vehicles, such as vehicle fluids and phosphate soaps, from entering storm drains.	6-8.a	Training of municipal employees in proper vehicle washing techniques	X		
	6-8.b	Using the vehicle washing portion of the Vehicle Service Facilities Inspection Checklist contained on pages E-75 through E-76 of Appendix E of the MRSWMP, inspect the MS4's vehicle washing facilities annually and correct any deficiencies noted.	X		
Require Pollution Prevention Measures for Bridge and Street Maintenance Projects	6-9.a	Develop language to include in contracted projects. Develop SOPs for in-house projects. Require These Measures in All Contracted and In-House Projects.	X		

BMP Description	*BMP No.*	*Implementation Plan*	*Status*		
			Implemented	**Not Applicable**	**Not Implemented**
Implement a program of regularly cleaning storm drains and inlets to prevent accumulated pollutants from being discharged with the storm water (See Appendix E of the MRSWMP for a complete discussion of the work to be performed under BMP 6-10	6-10.a	Stencil catch basins and inlets as needed as prevention measure	X		
	6-10.b	Inspect catch basins and inlets in the designated "hot spots" listed on page E-199 of Appendix E of the MRSWMP annually prior to rainy season, and clean as necessary	X		
	6-10.c	Clean and repair catch basins, inlets and piping as identified through inspections prior to November 1st annually	X		
	6-10.d	Re-inspect identified problem areas of debris accumulation during wet season	X		
	6-10.e	Keep documentation of inspections and cleanings	X		
Minimize pollution from trash being discharged into the storm drain system	6-11.a & b	Implement a program to regularly inspect and clean trash enclosures and parks to prevent trash from being discharged with the storm water	X		

Status of Measurable Goals

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
6-1.a	100 % of existing appropriate staff trained by Year 2, then all new employees every year after that. Perform pre- and post-training testing to measure training effectiveness.	X			No new staff for year 2
6-2.a	100% of noted deficiencies corrected within 30 days of notification by the County	X			The City is normally inspected once per year by the Monterey County Health Department, which is the CUPA for performing Hazardous Materials inspections within Monterey County. Inspection occurred in January 2008. City was 100% in compliance.
6-3.a	Train Employees on Motor Oil Disposal Procedures	X			Employees received training through the MRSWMP group training in year two. In addition, employees have previously received training for this practice.
6-3.b	Use proper Used Motor Oil and Oil Filter Disposal Practices	X			The City has used proper used motor oil and oil filter disposal practices for many years. Oil and filters are kept in closed containers in a covered hazardous materials shed. The materials are collected semi-annually by a licensed hazardous materials carrier.
6-4.a	Measures to minimize irrigation runoff, as described in Appendix E of the MRSWMP, applied to 80% or more of the irrigation sites under the jurisdiction's control	X			Best management practices continue to be used.
6-4.b	100% of spraying done when rain is not predicted	X			The City submits a regular monthly report to the Monterey County Agricultural Commissioner's office describing its spraying activities. A copy of City policy directives regarding spraying pesticides and rain forecasts is included at the end of this Appendix.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
6-5.a	Pool water dechlorinated and/or debrominated prior to discharge to storm drain system 100% of the time	X			The filters at the City's Lover's Point pool are cleaned once per week. It takes about 15,000 gallons to fill the pool. The pool is filled in May and drained in August. In the past the pool water and the backwash water have been drained to the Bay. After the MRSWMP went into effect, a different approach was taken. The new approach uses "Pentar" brand filter cartridges which are removed for backwashing in the shower at the adjacent bathroom facility, which drains to the sanitary sewer. Whenever the pool is drained in August of each year, the pool water will be dechlorinated in accordance with the procedures contained on pages E-177 through E-179 of the MRSWMP. Included at the end of this Appendix is a description of the dechlorination approach that was taken for the August 2008 training event.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
6-6.a	100% of Sweeping in each MS4 performed in accordance with the MS4's Plan	X			Street sweeping is done by for the City by contract with the Accent company. Information describing the City's street sweeping program that fulfills the requirements of this BMP is included at the end of this Appendix. One of the measures described in the "Sweeping and Cleaning" procedures on page E-180 of the MRSWMP is to inform residents of the street sweeping schedules, so they can keep their vehicles off the street in order to enable the sweeper to most effectively perform sweeping. The city is examining the possibility of taking back the street weeping duties. The City is also going to provided residents with a street sweeping schedule. Publication will be at the end of 2008. The notices will inform residents of the importance of street sweeping in preventing storm water pollution, and to enable them to learn what the normal sweeping days are for their streets.
6-6.b	Analyses performed in the indicated Years 2008 and 2011	X			The City performed an analysis for pollutants of concern in material removed from streets by sweeping. While the analysis did not provide any conclusions, it did provide data that the City will use.
6-7.a	100% of MS4s have designated area for vehicle maintenance	X			The City performs all of its vehicle maintenance work at a designated vehicle maintenance facility (an enclosed garage) at the Corporation Yard.
6-7.b	100% maintenance and repair activities moved indoors or covered area whenever possible	X			As noted in the Comments under BMP 6-7.a above, this Measurable Goal has been fulfilled.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
6-7.d	100% of storm drain inlets in the corporation yard stenciled by end of Year 1 and any new inlets which may be created stenciled immediately after being built. Stenciling redone in Year 5.	X			All 8 storm drains within the City's Corporation Yard were re-stenciled in 2008.
6-7.e	100% of noted deficiencies corrected.	X			The City inspected its vehicle maintenance facilities on August 19, 2008. There were no deficiencies.
6-7.f	100% of materials stored under cover whenever possible	X			As noted in the information provided for BMPs 6-7.a, 6-7.b, and 6-7.e, all automotive materials and wastes are properly stored at the Corporation Yard.
6-7.g	This training is included in BMP 6-1.a	X			See Comments under the Measurable Goal for BMP 6-1.a.
6-8.a	This training is included in BMP 6-1.a	X			See Comments under the Measurable Goal for BMP 6-1.a.
6-8.b	100% of noted deficiencies corrected.	X			The vehicle wash area at the City's Corporation Yard was inspected in conjunction with performing the inspection under BMP 6-7.e. A few deficiencies were found during the inspection, and these are in the process of being corrected. A copy of the completed inspection form is included with the materials pertaining to BMP 6-7.e at the end of this Appendix. Construction of a state-of-the-art vehicle washing facility at the Corporation Yard is expected to be completed by the end of calendar year 2007, did not occur. The City still intends to dedicate funds to this project. A completion date of Spring 2009 is now in place. Fire trucks are still washed in the fire station where the floor drain goes to the sanitary sewer system.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
6-9.a	Require Pollution Prevention Measures for Bridge and Street Maintenance Projects	X			The city has required contractors and in-house staff to follow pollution prevention projects since 2004 following the California Stormwater Quality Association Stormwater Best Management Practice Handbook-Construction. The city did not set up and SOP document this year.
6-10.a	Stenciling is covered under BMP 2-2.c	X			See Comments under the Measurable Goal for BMP 2-2.c.
6-10.b	100% of "hot spot" catch basins and inlets inspected, and cleaned as necessary, each year prior to start of rainy season	X			A summary of the "hot spot" cleaning activities performed during this reporting period is included at the end of this Appendix. The storm drain cleaning procedures are described in the material for BMP 6-10.c at the end of this Appendix.
6-10.c	By November 1st annually, address cleaning and repair needs of prioritized catch basins, inlets & piping as identified during inspections	X			**A**ll storms drains including hot spots are inspected and cleaned as necessary before the first rain and after the rainy season. Known hot spots are checked year round and citizens call in with reports for public works staff. A description of the City's Storm Drain System Inspection and Maintenance procedures in included at the end of this Appendix. See also the Comments under BMP 6-10.b above.
6-10.d	Re-inspect 100% of problem areas	X			It is the City's standard practice of performing frequent winter inspections throughout the storm drainage system, as described in the materials for this BMP, and for BMP 6-10.c, at the end of this Appendix.

BMP No.	*Measurable Goal*	*Completed*	*Not Completed*	*Not Applicable*	*Comments*
6-10.e	Documentation kept on file	X			The results of the field work to keep the system cleaned and fully operable are manually tracked by the City's Public Works Department, thus documenting that the work was performed. See also the Comments under BMP 6-10.b above.
6-11.a	Inspect and clean trash enclosures	X			The city has not had any new trash enclosures built since the permit went into effect. The trash enclosures and containers are inspected regularly (monthly) and replaced if found to be leaking. Trash containers after special events are dumped the following business day by the waste hauler who contracts with the city.
6-11.b	Inspect and clean parks	X			All municipal parks are inspected daily. All trash containers are emptied daily (including Saturday and Sundays) The one park that can has the greatest number of visitors and a CDS unit that is part of the Urban Runoff Diversion system that can catch debris that is littered and enters the storm drain system.

SUPPORTING MATERIALS FOR BMP 2-2.a

COATAL CLEANUP DAY
VOLUNTEER ASSISTANCE WITH COORDINATION OF THE EVENT

NAME OF VOLUNTEER	ASSISTANCE PROVIDED
Faith Piraro, Pacific Grove Payroll Specialist	Paycheck envelope stuffing for two pay periods
Celia Perez Martinez, Pacific Grove Business Manager/Public Works Superintendent	Development of Staff flyer, staff-email, and public flyer for city buildings
Public Works line staff	Posting flyers

SUPPORTING MATERIALS FOR BMP 2-2.b

Let's Make this go away.

Please Participate in the 24th Annual California Coastal Cleanup Day
Saturday, September 20, 2008
9:00 am to Noon

California Coastal Clean Up Day is the premier volunteer event focused on the Marine environment in the country. On this day over 50,000 volunteers turn out to over 700 clean up sites statewide. Since the program started in 1985 over 785,000 people have helped remove more than 13,000,000 pounds of debris from California's shoreline and coast.

Pick your beach and show up!

Monterey Coastal Clean up sites are:

Sand City beach at Bay and Tioga and at La Playa
Marina State Beach
Lovers Point Beach
Windows on the Bay/Del Monte Beach
Asilomar State Beach
Carmel Beach
Seaside State Beach
Molera Beach at Andrew Molera State Park

GLOVES ARE PROVIDED

City participants, family and friends are eligible for fun prizes from the Public Works Department

SUPPORTING MATERIALS FOR BMP 2-2.c

STORM DRAIN INLET STENCILING

TOTAL NUMBER OF STORM DRAINS IN THE CITY	NO. OF STORM DRAINS STENCILED	PERCENTAGE OF CITY STORM DRAINS STENCILED
315	32	11%

STORM DRAIN INLET STENCILING
ASSISTANCE WITH RECRUITMENT OF VOLUNTEERS

NAME OF VOLUNTEER OR CITY STAFF PERSON PROVIDING ASSISTANCE	ASSISTANCE PROVIDED
Sal DiFranco	Stenciling around city owned facilities
Mike Condon	Stenciling around city owned facilities
Group educator leader and volunteers	Stenciling around the city

SUPPORTING MATERIALS FOR BMP 3-1.c

LOG OF REPORTS RECEIVED OF ILLICIT CONNECTIONS AND/OR ILLEGAL DISCHARGES

REPORT NO.	DATE RECEIVED	ISSUE/PROBLEM REPORTED	ACTION TAKEN	STATUS OF REPORT[1]
001	04-14-08	White substance in Gutter line in front of SFD	Met with owner and contractor	1. Closed
002	04-24-08	White substance in Gutter line in front of SFD	Met with owner and contractor	1. Closed

[1] (1) Closed, (2) Ongoing enforcement, or (3) Still investigating

Illicit Discharge/Connection Reporting and Response

Date/Time:	April 14, 2008 – 10 am	Report No.	001

Received by:	Celia Perez Martinez
Reported by:	Celia Perez Martinez
Address:	512 Congress
Phone:	Not provided
Location:	Pacific Grove, CA 93950

Report:

Material		Land Use	
☐ Hazardous	X Sediment	X Residential	☐ Construction
	Residue from tile	Site	
☐ Wastewater	grout mixture	Commercial	
☐ Oil/Grease	☐ Unknown	☐ Industrial	
		☐ Public	

Est. Quantity: 1 gallon

Direct/Constructed Connections Found? ☐ Yes X No

Description: Contractor washed wheelbarrow in driveway and residue went down driveway to the gutter. Gutter line was dry when city staff arrived.

Source Investigation Conducted? X Yes ☐ No

Source Identified? X Yes ☐ No

Source/Owner of Discharge/ Connection: Homeowner contractor

Entered Storm Drain System/Receiving Waters? Yes X No

Action and Closure

Referred To:	City Public Works Superintendent
Phone:	831-648-5722
City:	Pacific Grove, CA 93950
Dept.:	Public Works
Action Taken	Met with owner of home and contractor. Provided instruction on best practices..

Date Closed: 4-15-08. No further incidents.

Illicit Discharge/Connection Reporting and Response

Date/Time:	April 24, 2008 – 11 am	Report No.	002

Received by:	Celia Perez Martinez
Reported by:	Fire Department
Address:	610 Granite
Phone:	831-648-3111
Location:	Pacific Grove, CA 93950

Report:

Material	Land Use
☐ Hazardous	X Residential
☐ Wastewater	☐ Commercial
☐ Oil/Grease	☐ Industrial
X Sediment	☐ Public
White substance in gutter line	☐ Construction Site
☐ Unknown	

Est. Quantity: 1-2 gallons

Direct/Constructed Connections Found? ☐ Yes X No

Description: Contractor or homeowner washed paint brushes and water went to the gutter

Source Investigation Conducted? X Yes ☐ No

Source Identified? X Yes ☐ No

Source/Owner of Discharge/ Connection: Homeowner or contractor.

Entered Storm Drain System/Receiving Waters? X Yes ☐ No

Action and Closure

Referred To:	City Public Works Superintendent
Phone:	831-648-5722
City:	Pacific Grove, CA 93950
Dept.:	Public Works
Action Taken	Met with contractor who denied the action. We were never able to reach the homeowner, so we left written material about best practices. No repeat of activity.
Date Closed:	4-30-08

SUPPORTING MATERIALS FOR BMP 3-3.b

Description of Process Used, and Rationale, to Prioritize Businesses for Inspections:

The City does not have a large number of businesses that fall under the prioritized business list. We are following the schedule of the Fire Marshal with regard to service stations, gas stations, landscape companies, and restaurants. Restaurants will be inspected by inspectors from MRWPCA under contract.

BUSINESS INSPECTION SUMMARY

BUSINESS TYPE	NO. OF BUSINESSES INSPECTED	SUMMARY OF INSPECTION FINDINGS (NUMBERS OF BUSINESSES)				
			WITH DEFICIENCIES			
		NO. WITH NO DEFIC-IENCIES	NO.	NO. REIN-SPECTED	NO. WITH DEFINCIES CORRECTED	NO. WITH FURTHER ACTION IN PROGRESS
Food Service Facilities	5	0		0	n/a	n/a
Gas Stations	3	0		3	New signs	2
Vehicle Service Facilities	3	0		3	New signs	1

SUPPORTING MATERIALS FOR BMP 3-3.d

SUMMARY OF ENFORCEMENT ACTIONS TAKEN TO ELIMINATE ILLICT CONNECTIONS AND ILLEGAL DISCHARGES

TYPE OF VIOLATION	NO. IDENTIFIED OR REPORTED	MEANS OF IDENTIFICATION				ENFORCEMENT ACTIONS TAKEN			
		INSPECTION	CITIZEN REPORT	CITY STAFF REPORT	OTHER[1]	WARNING	ADMINISTRATIVE ACTION[2]	ADMINISTRATIVE ACTION AND FINE[3]	LEGAL ACTION[4]
Illicit Connection	0								
Illegal Discharge	2		2			2			

[1] "Other" includes _____.

[2] Includes Notice of Violation, Stop Work Order, and Administrative Compliance Order.

[3] Includes Citation for Violation and Notice of Imposition of Administrative Ordinance.

[4] Includes Citation for Violation.

SUPPORTING MATERIALS FOR BMP 6-1.a

N/A

SUPPORTING MATERIALS FOR BMP 6-4.a

Repeat of material provided in year 1. No new employees in year 2.

CITY OF PACIFIC GROVE
Golf Course Department
77 Asilomar Ave.
Pacific Grove, CA 93950
Telephone (831) 648-5781
Fax (831) 648-5771

April 12, 2006

MEMO TO ALL GOLF COURSE STAFF

As the Golf Course Director and the licensed certified pesticide applicator for the Golf Operations at the Pacific Grove Municipal Golf Course I am informing you as the City's Golf Course Staff and as other licensed applicators in the Golf Department that in preparation for the coming storm water discharge permit and best management practices that will follow; we will follow pesticide label directions regarding spray applications and time applications when rain is in the forecast.

While this has been the practice of the Golf Operations and Golf Staff, we now OFFICALLY have this guideline in writing.

Thank you.

Michael Leach
Golf Course Director

CITY OF PACIFIC GROVE
Public Works Department
2100 Sunset Drive
Pacific Grove, CA 93950
Telephone (831) 648-5722
Fax (831) 375-0627

April 12, 2006

MEMO TO ALL STAFF

After discussion with our certified pesticide applicator and in preparation for the coming storm water discharge permit and best management practices that will follow; we will no longer spray any pesticide or herbicide when rain is forecast.

While this has been the practice of the staff, we now OFFICALLY follow this guideline.

Thank you.

Celia Perez Martinez
Public Works Supervisor.

SUPPORTING MATERIALS FOR BMP 6-5.a

Repeat of 2007-
No new practices.
Same time frame

CITY OF PACIFIC GROVE
Public Works Department
2100 Sunset Drive
Pacific Grove, CA 93950
Telephone (831) 648-5722
Fax (831) 375-0627

The Children's Pool at Lovers Point was drained via Natural Dissipation on August 14, 2007. Active chlorine was allowed to dissipate through aeration by having the pool water sit for five days. The water was tested to verify that the chlorine level was significantly reduced before beginning the discharge. Testing for residual chlorine was performed very hour during the discharge to confirm that chlorine reduction was achieved.

Celia Perez Martinez
Public Works Supervisor.

STREET SWEEPING INFORMATION

Describe the City's educational efforts, in the form of brochures and newsletter information, that were made to encourage community cooperation with street sweeping schedules and to convey the importance of street sweeping. Also state how, and how many, flyers were distributed notifying residents of the street sweeping schedules:

Flyers are made available to the public at public sites such as City Hall, the Public Works office and the Community Development office regarding how to help the street sweepers. The City's newsletter was not developed this year. The storm water management program has produced informational flyers and will distribute via direct mail methods to all households.

Was the City's street sweeping equipment maintained and cleaned with drainage to a sanitary sewer?.

☐ Yes X No If no, explain: _The City contracts its street weeping and the equipment is cleaned at the wash rack maintained by the street sweeping company.

Were street sweepings will be disposed of at the landfills and not left in piles along roads?

X Yes ☐ No If no, explain: _____

Were all municipal parking structures and municipal surface parking lots inspected for trash and debris at least weekly, and was trash picked up and removed?

X Yes ☐ No If no, explain: _____

For municipal lots or structures where there are <u>more than 150 spaces</u>, was the lot or structure cleaned at least once a week regardless of inspections, and was cleaning done by a combination of blowers and sweepers, brooms, or some other method that did not wash or convey the debris into the storm drain system? (<u>Note</u>: Exceptions may be made when there is an effective treatment system installed in the storm drain system serving the lot or structure).

☐ Yes ☐ No If no, explain: _____

SUPPORTING MATERIALS FOR BMP 6-7.e

Compliance Inspection Checklist for Vehicle Service Facilities

Facility Name	City of Pacific Grove Mechanical Shop
Facility Address	2100 Sunset Drive Pacific Grove CA 93950
Facility Contact Person	Norm Lausten
Facility Telephone	831-648-5720
Inspector's Name	
Date of Inspection	

HOUSEKEEPING	**YES**	**NO**	**OTHER**
Are drip pans used under leaking vehicles to capture fluids?	X		
Are shop floors and other paved surfaces regularly swept, vacuumed, or mopped rather than hosed down?	X		
Are all unnecessary hoses removed to discourage washing down floors and outside paved areas?	X		
Are all metal filings, dust, and paint chips collected from grinding, shaving, and sanding disposed of properly?	X		
Is all dust from other activities (e.g. brake pad dust) collected and disposed of in compliance with local requirements?	X		
Are cleaning rags recycled through an industrial laundry?	X		
Are storm drain inlets, catch basins, and any storm water treatment systems within the facility boundary inspected and cleaned before October 1 each year?	X		
Are storm water treatment facilities within the facility boundary being properly maintained?			NOT APPLICABLE
Are storm drains labeled with "No Dumping – Discharges to Ocean"			NO DRAINS IN SHOP
Are vehicles that are received to be parted or scavenged parked on a paved surface and immediately drained of gasoline and other fluids, and are these fluids properly disposed of?	X		
Are drip pans in place to catch leaking fluids?	X		
Are all fluids drained from components, such as engine blocks, which are stored for reuse or reclamation?	X		
Are these components kept under cover and on a drop pan or sealed floor?	X		
STORAGE	**YES**	**NO**	**OTHER**
Are hazardous materials and wastes, including waste containers of antifreeze and oil, stored in secondary containment where they are protected from rain and in a way that prevents spills from reaching the sanitary sewer or storm drain?	X		
Are lids kept on waste barrels and containers, and stored indoors or under cover to reduce exposure to rain?	X		

STORAGE (CONT'D)	YES	NO	OTHER
Are all hazardous wastes labeled according to hazardous waste regulations?	X		
Are wastes kept separate to increase waste recycling/ disposal options and to reduce costs?	X		
Is waste oil prevented from being mixed with fuel, antifreeze, or chlorinated solvents?	X		
Are all bulk fluids and wastes double contained to prevent accidental discharges to the sewer and storm drain?	X		
Are all storage areas kept clean and dry, so that leaks and spills are detected as soon as possible?	X		
Are new and old batteries stored securely to avoid breakage and acid spills during earthquakes?	X		
Are all of the shelves secured to the wall?			MOST ARE
Are all used batteries stored indoors and in plastic trays to contain potential leaks?	X		
Are all old batteries recycled?	X		
SPILL CONTROL *(Note:* **The Best Spill Control is Prevention)**	**YES**	**NO**	**OTHER**
Is the spill response plan maintained and kept current, and are all employees trained on the elements of the plan?	X		
Is the distance between waste collection points and storage areas minimized?	X		
Are all solid and liquid wastes contained and covered, especially during transfer?	X		
Are absorbent materials purchased and maintained in accordance with local regulations and procedures for containment and cleanup of different spills?	X		
Are they easily accessible from anywhere in the shop?	X		
Are the leaks and drips spot cleaned routinely?	X		
Are the floor drains checked to ensure that they are not connected to or discharge to the storm drain system?			NO FLOOR DRAINS
OUTDOOR WASTE RECEPTACLE AREAS	**YES**	**NO**	**OTHER**
Are leaks and drips cleaned routinely to prevent runoff of spillage?	X		
Is the possibility of pollution from outside waste receptacles minimized by doing at least one of the following:			
Using only watertight waste receptacle(s) and keeping the lid(s) closed, or	**X**		
Grading and paving the waste receptacle area to prevent run-on of storm water, and installing a low containment berm around the waste receptacle area or installing a roof over the waste receptacle area			

EDUCATION AND TRAINING	YES	NO	OTHER
Are all employees trained upon hiring, and annually thereafter on personal safety, chemical management, and proper methods for handling and disposing of waste?	X		
Do all employees understand storm water discharge prohibitions, wastewater discharge requirements, and these best management practices?	X		
Are training logs or similar methods used to document training?	X		
Are instructional/informational signs posted around the shop for customers and employees?	X		
Are signs placed above all sinks prohibiting discharges of vehicle fluids and wastes?		X	We have ordered them and will place them. Staff already knows the prohibition.
Are signs placed on faucets (hose bibbs) reminding employees and customers to conserve water and not to use water to clean up spills?		X	We have ordered them and will place them. Staff already knows the prohibition.
Are drains labeled within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an on-site treatment device, directly to the sanitary sewer, or to a storm drain.	X		
Are emergency telephone numbers of the wastewater treatment plant and the fire department posted?	X		

CHANGING OIL AND OTHER FLUIDS	YES	NO	OTHER
Are vehicle fluids changed, whenever possible, indoors and only on floors constructed of non-porous materials?	X		
Are drip pans used if vehicle fluids must be removed outdoors?	X		
Are spills prevented from reaching the street or storm drain by working over an absorbent mat and covering nearby storm drains, or working in a bermed area? (Note: If necessary, absorbent socks can be used to create a bermed area)	X		
When draining fluids into a drain pan, is a larger drip pan (e.g., 3' x 4') placed under the primary drain pan to catch any spilled fluids?	X		
Are fluids drained from vehicles transferred to a designated waste storage area as soon as possible?	X		
Are drain pans and other open containers of fluids covered and within secondary containment unless they are attended by personnel?	X		
Is antifreeze and waste oil stored separately and recycled, or disposed of as hazardous waste?	X		

CHANGING OIL AND OTHER FLUIDS (CONT'D)	YES	NO	OTHER
Never pour vehicle fluids or other hazardous wastes into sinks, toilets, floor drains, outside storm drains, or in the garbage. These substances should be kept in designated storage areas until recycled or safely disposed of (see Rationale 4 at the end of section).	X		
Drain fluids from leaking or wrecked vehicles as soon as possible, to avoid leaks and spills.	X		
CLEANING ENGINES AND PARTS, AND FLUSHING RADIATORS	**YES**	**NO**	**OTHER**
Are discharges from engine cleaning and flushing of radiators prevented from being discharged to the sanitary sewer and storm drains? (Note: A licensed service should be used to haul and recycle or dispose of wastes)	X		NO STEAM CLEANING
Is steam cleaning of engines done using a closed-loop water recycling system? (Note: No steam cleaning water may be discharged to the sanitary sewer or the storm drain)	X		
Are specific areas or service bays designated for engine, parts, or radiator cleaning? (Note: Parts should not be washed or rinsed outdoors)	X		
Are self-contained sinks and tanks used when working with solvents, and are sinks and tanks kept covered when not in use?	X		
Are degreasing solvent sinks inspected regularly for leaks, and are necessary repairs made immediately?	X		
Is soldering avoided over drip tanks, and are drippings swept up and recycled or disposed of as hazardous waste?	X		
Are parts rinsed and drained over the solvent sink or tank, so that solvents will not drip or spill onto the floor, and are drip boards or pans used to catch excess solvent solutions and divert them back to a sink or tank?	X		
Are parts allowed to dry over the hot tank, and if rinsing is required, is it performed over the tank as well?	X		NO HOT TANK
Are parts cleaning solvent solutions and water used in flushing and testing radiators collected and reused, and when reuse is no longer possible, are these solutions disposed of properly?			NO FLUSHING OR TESTING RADIATORS
CLEANING ENGINES AND PARTS, AND	**YES**	**NO**	**OTHER**

FLUSHING RADIATORS (CONT'D)			
Are cleaning solutions used for engines or parts prevented from being discharged into the sanitary sewer system without adequate treatment? (Note: Most facilities have these solutions hauled off-side as hazardous waste because of the permits necessary for on-site treatment. Rinse water may only be discharged to the sanitary sewer after adequate treatment and approval by the local wastewater authority. Wastewater from steam cleaning or engine/parts cleaning should never be discharged to a street, gutter, storm drain, or sanitary sewer)	X		
WASHING CARS AND OTHER VEHICLES	**YES**	**NO**	**OTHER**
Regular Activity			
If car washing is a central activity of the business, is the wash water treated and recycled?		X	Car Washing is not a central activity
Is a vehicle washing area designated, and are cars and trucks washed only in that area?	X		
Is the "wash pad" bermed to prevent discharges to storm drains and does it discharge to the sanitary sewer after adequate treatment and approval of the local wastewater authority? (Note: An outside wash pad should be covered, or its area minimized to reduce the amount of rainwater reaching the sanitary sewer. Consult the local wastewater authority for guidance)		X	We are currently taking proposals and designing the "wash pad"/rack area for municipal vehicles.
Are acid-based wheel cleaners and other specialized cleaners prohibited, or if not, are they provided proper treatment before discharge to the sewer? (Note: Consult the local wastewater authority for guidance)		X	We do not use specialized cleaners.
Occasional Activity			
If soap is used in washing, is the wash water collected and discharged, preferably with treatment, to the sanitary sewer, and not discharged to a storm drain?		X	Soapy water is currently gathered in area where it evaporates.
Is rinse water from spray-on acid-based wheel cleaners prevented from flowing to a street, gutter, or storm drain?	X		
Washing New Vehicles			
Are storm drains protected from solvents used to remove protective coatings from new cars? (Note: Discharges of these solvents to the sanitary sewer must receive adequate treatment and approval of the local wastewater authority)			N/A
BODY REPAIR AND PAINTING	**YES**	**NO**	**OTHER**
Whenever possible is body repair and painting work conducted indoors or under cover?	X		
BODY REPAIR AND PAINTING (CONT'D)	**YES**	**NO**	**OTHER**

Are damaged vehicles inspected for leaks when they are received, and are drip pans used if necessary?	X		
Are hose-off degreasers prohibited from use when cleaning auto body parts before painting? (Note: These should not be used, instead brush off loose debris and use rags to wipe down parts)	X		
Are dry cleanup methods such as vacuuming or sweeping used to clean up dust from sanding metal or body filler? (Notes: Debris from wet sanding can be allowed to dry overnight on the shop floor, then swept and vacuumed. Liquid from wet sanding should not be discharged to the storm drain)	X		
Is the use of water to control overspray or dust in the paint booth prohibited unless it is collected and treated before discharge into the sanitary sewer system?	X		
Are spray guns cleaned in a self-contained cleaner and is the cleaning solution recycled when it becomes too dirty to use? (Note: Never discharge cleaning waste to the sanitary sewer or storm drain?	X		
FUEL DISPENSING	**YES**	**NO**	**OTHER**
Are fuel dispensing areas maintained using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills? (Note: Fueling areas should never be washed down unless dry cleanup has been done and the wash water is collected and disposed of in the sanitary sewer system)	X		
Are underground storage tanks fitted with spill containment and overfill prevention systems meeting the requirements of Section 2635(b) of Title 23 of the California Code of Regulations?	X		RESPONSIBILITY OF FUEL CARRIER AND DISPENSER
Except where prohibited by local fire departments are fuel dispensing nozzles fitted with "hold-open latches" (automatic shutoffs)?	X		
Are signs posted at the fuel dispenser or fuel island warning vehicle owners/ operators against "topping off" of vehicle fuel tanks?		X	We have ordered this sign and will post.
ACTIONS TAKEN FOLLOWING INSPECTION	**YES**	**NO**	**COMMENTS**
Responsible party requested to correct any deficiencies noted above? (Include date notice was sent)			
Site reinspected following corrective action by responsible party? (Include date of reinspection)			
Deficiencies found to be corrected during reinspection?			
ACTIONS TAKEN FOLLOWING INSPECTION	**YES**	**NO**	**COMMENTS**

Further action taken or necessary following reinspection? (Describe)			

THE MECHANICAL SHOP PERSONNEL HAVE BEEN WELL AWARE OF THE INCREASED RULES AND REGULATIONS REGARDING HAZARDOUS WASTE MATERIAL AND HAVE INSTALLED BUNKERS AND PROPER STORAGE FACILITIES FOR ALL WASTE MATERIAL.

SUPPORTING MATERIALS FOR BMP 6-10.b

"HOT SPOT" AREA CATCH BASIN AND INLET INSPECTIONS

INSPECTION DATE	CATCH BASIN OR INLET IDENTIFIER*	DEPTH OF DEBRIS MEASURED (INCHES)	CLEANING NECESSARY ?		IF "YES" DATE OF CLEANING
			YES	NO	
October 2007					
1	SE Congress & Pine	2	X		Same as inspection time for all
2	SE & SW Congress & Laurel	2	X		
3	SE & SW Congress & Short	2	X		
4	SW Congress & LH	2	X		
5	Central & Congress	2	X		
6	SE & NE Central & 16th	3	X		
7	SE & NE Central & 17th	2	X		
8	SW & NW Central & Forest	3	X		
9	SW & NW Central &Grand	2	X		
10	SE, SW & NW Central & 13th	1.5 to 3	X		
11	SE, & plus 1 btwn the SE & SW corners Lighthouse & 13th	2 to 2.5	X		
12	SE, NW Lighthouse & 14th	1	X		
13	SE & SW Laurel & 14th	Minimal			
14	SW & NW Pine & 15th	1.5	X		
15	SW, NW, SE, & NE 15th & Laurel	2	X		
16	SW &SE Fountain and Laurel	2	X		
17	SW & SE Fountain and Pine	2	X		
18	SE Pine and Grand	2	X		
19	SW & SE Grand and Laurel	2	X		
20	SE & SW Lighthouse and Park	2	X		
March 2007	All of the above were checked and cleaned as necessary.		X		
			X		
HOT Spots	11, 19, 9	Minimal	X		
Checked during rains					

* Street location, catch basin number, etc.

SUPPORTING MATERIALS FOR BMP 6-10.c

STORM DRAIN SYSTEM INSPECTION AND MAINTENANCE INFORMATION

Describe the City's storm drain system inspection and maintenance program, including such things as:

- **Procedures used to identify any structures in need of immediate repair to maintain structural integrity**
- **What parameters are used by field crews to determine when inlets and catch basins have become 40% full of accumulated trash, or debris is more than four inches deep, so that they can be cleaned as needed to meet this minimum standard**
- **What is done to ensure that catch basins and inlets are stenciled and re-stenciled as necessary**
- **What procedures are in place to ensure that inspections are conducted more frequently during the wet season for problem areas where sediment or trash accumulates more often.**

When storm drains are inspected for cleaning, structures in need of repair are identified and calendared.

All storms drains including hot spots are inspected and cleaned as necessary before the first rain and after the rainy season. Known hot spots are checked year round and citizens call in with reports for public works staff.

Painting and/or repainting or re stenciling is done by volunteers every two years. City facilities are done by city staff.

Does the City keep accurate logs of the number of catch basins cleaned?

☐ Yes ☒ No If no, explain: Traditionally the city did nor keep a log of catch basins cleaned. Each catch basin was inspected and cleaned as needed twice a year, at minimum. The City does not yet have a GIS layer and file. Records are kept within the wastewater division office but are not formal. They can be made available.

Is the amount of waste collected recorded?

☒ Yes ☐ No If no, explain: _____

Are wastes collected from cleaning activities of the drainage system stored in appropriate containers or temporary storage sites in a manner that prevents discharge to the storm drain?

X Yes X No If no, explain: _The wastewater is emptied into the sanitary sewer. Debris is allowed to dry in a holding area and then sent to the landfill_____

Are the wastes dewatered, with outflow into the sanitary sewer, and is collected debris properly disposed of at a landfill?

☒Yes ☐ No If no, explain: _____

Are reaches of the storm drain system with drainage problems regularly cleaned or flushed to keep the pipe clear of excessive buildup?

☒ Yes ☐ No If no, explain: _____

SUPPORTING MATERIALS FOR BMP 6-10.d

SUMMARY OF PROBLEM AREA CATCH BASIN RE-INSPECTIONS DURING THE WET SEASON

None for this reporting period.

(1) Condition Codes: 1 = Negligible Debris
2 = Moderate debris, but sump less than 40% full and debris less than 4" deep
3 = Sump more than 40% full or debris more than 4" deep
4 = Structural or other repairs needed

(2) Action Taken Codes: 1 = No action necessary
2 = Catch basin cleaned
3 = Repairs made